

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) SUDMEIER, ELIZABETH		2. DATE OF BIRTH 12 MAY 1912	3. SEX F	4. GRADE GS-13	5. SD D
6. OFFICIAL POSITION TITLE OPERATIONS OFFICER		7. OFF/DIV/BR OF ASSIGNMENT DDP/NE		8. CURRENT STATION HQS	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☒ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See instructions - Section C) SPECIAL (Specify):		☒ INITIAL ☐ REASSIGNMENT SUPERVISOR ☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 January 1971		12. REPORTING PERIOD (From- to-) 1 January 1970 - 31 December 1970			
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described. P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected. S-Strong Performance is characterized by exceptional proficiency. O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Desk officer					RATING LETTER S (b)(1) (b)(3)
SPECIFIC DUTY NO. 2 Branch officer responsible for review and processing of all					RATING LETTER O (b)(3)
SPECIFIC DUTY NO. 3 Provides operational guidance and support to Station.					RATING LETTER P (b)(1) (b)(3)
SPECIFIC DUTY NO. 4 Monitors and assists in the provision of administrative, logistical, technical, and communications support to Station.					RATING LETTER S (b)(1) (b)(3)
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6 19 MAR 1971					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S (b)(3)

FORM 7-69

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OBSOLETE PREVIOUS EDITIONS

~~SECRET~~GROUP 1
Excluded from automatic
downgrading and
declassification

Reviewed by OP/SPD/

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.			
Miss Sudmeier is a very experienced and professional officer. Her extensive background in [redacted] enables her to handle any aspect of desk officer responsibility and during the reporting period she performed exceptionally well as a desk officer [redacted]			
Her major strength is her ability to review and analyze effectively voluminous operational and intelligence material. It is this skill which made her outstanding in her daily cable summaries of all SI material for the branch area [redacted]			
[redacted] In these summaries she highlighted the key FI and CI items and in addition included comments connecting the SI items with other reporting. These summaries were valuable to the branch as well as to the field and undoubtedly saved thousands of dollars for the Agency by avoiding the relay of hundreds of individual SI messages.			
Miss Sudmeier had no supervisory responsibility during this period. She seemed at times to ruffle the feathers of the younger secretaries on minor matters but was otherwise a pleasant and cooperative member of the branch.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
3 March 1971	<i>[Signature]</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR		
3 March 1971	CNE/ [redacted]		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL I concur. Miss Sudmeier is an old-line professional, vastly experienced in our area and skillful in handling her responsibilities. Her talents as an analyst, researcher, and editor are more pronounced than her abilities in support of actual operations but, all the same, she carries out her operational support responsibilities proficiently.			
DATE OFFICIAL TITLE OF REVIEWING OFFICIAL			
12 March 1971 DCNE [redacted]			

SECRET

(b)(3)